



**TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER**

Texas Community Development Block Grant Program

**Special Conditions
Administrator Workshop**

In this presentation, we are going to cover Special Conditions that you may see in the Grant Agreement for your project. For clarity, these Special Conditions have been broken into two parts or types.

1. Pre-Construction Special Conditions or before construction starts.
2. Project Completion Special Conditions or after construction is finished.

For additional guidance on any of the Special Conditions we discuss today, please see Chapter 4, Grant Agreement Special Conditions, of the Implementation Manual.

This presentation will cover Project Completion special conditions.

TxCDBG Program

Special Conditions – Project Completion



Project Completion

- Water Well Projects
- Septic System Replacement Projects
- Projects in a Floodplain
- Building, Parking Lot, and Sidewalk Projects
- Projects Requiring Permanent Signage
- Projects Requiring Designs/Plans/Specifications
- Community Enhancement and FAST Fund Reporting



Project Completion

- Water Well Projects
- Septic Replacement Projects
- Projects in a Floodplain

Water Well Projects - Prior to submission of the Project Completion Report (PCR) to TDA for the water system improvements described in the Performance Statement of the TxCDBG Grant Agreement, the Grant Recipient must submit a letter from the Texas Commission on Environmental Quality (TCEQ) that the constructed well is approved for use and may be placed into service.

Septic System Replacement Projects - Prior to submission of the Project Completion Report for on-site sewer facilities improvements described in the TxCDBG Grant Agreement, the Grant Recipient must provide documentation that final plans, specifications, and installation of its sewer and/or septic system improvements have been reviewed and approved by the City or County Health Department through authority granted by TCEQ.

NOTE: All septic tanks installed in the State of Texas are required to be inspected by TCEQ or an authorized representative licensed by TCEQ. All existing facilities being replaced or abandoned must have the wastewater removed by a registered waste transporter, and all tanks or pits shall be filled or otherwise decommissioned.

30 TAC §285.36.

Projects in a Floodplain - Grant Recipients completing projects in a floodplain must participate in the National Flood Insurance Program (NFIP). The Grant Recipient shall provide documentation to TDA prior to Grant Agreement termination which indicates that it has received approval from the Texas Water Development Board as the NFIP State Coordinating Agency that ordinances or orders, as appropriate, necessary for the Grant Recipient to be eligible to participate in the NFIP have been adopted.



Project Completion

Building, Parking Lot, and Sidewalk Projects

Applies to projects where accessibility to the public is a fundamental goal of the project and/or is a key factor in meeting the National Program Objective.

This special condition applies to projects where accessibility to the public is a fundamental goal of the project and/or is a key factor in meeting the National Program Objective.

EXAMPLE: Sidewalk improvements, public health clinics, senior centers, etc. are only able to meet the National Program Objective if members of the public are able to access the building/improvements.

Prior to submission of the Project Completion Report for buildings, parking lots and/or sidewalks constructed, or renovations where:

- The building or facility is subject to Chapter 469 of the Texas Government Code and
- The estimated construction cost is at least \$50,000.

The Grant Recipient must submit a copy of the Registered Accessibility Specialist's signed and dated inspection transmittal letter. This letter affirms that the building, renovations, parking lots and/or sidewalk construction activities follow Texas Department of Licensing and Regulation (TDLR) requirements concerning the elimination of architectural barriers as specified in the Architectural Barriers Act and Texas Accessibility Standards.

For building construction projects, such as fire stations, private employers assisted through Texas Capital Fund (TCF), and other projects where the general public is not expected to access the building, the following requirements apply.



Project Completion

Building, Parking Lot, and Sidewalk Projects Agreement Specific

Example: TDLR

START Grant Conditions		
Grant Overview		
Amendment		
Amendment Request Form		
Amendment Certification Form		

Condition	Support Documents	TDA Accepted Date
9. Grant Recipient shall provide to the Department a copy of the Final Inspection Approval letter from the Texas Department of Licensing and Regulation for the plans and specifications specified in the Performance Statement.	<input type="button" value="Browse"/> <input type="text" value="Drag Files Here"/>	<input type="text" value="MM/DD/YYYY"/>

The Contractor shall provide documentation to TDA verifying that plans and specifications for construction, significant renovation, or modification of a building or facility subject to §469.101 of the Texas Government Code has been registered with the Texas Department of Licensing and Regulation (TDLR). Plans and specifications must be designed by an architect or engineer licensed in the state of Texas. Documentation verifying submittal of the plans to TDLR must include an “Architectural Barriers Project Registration Confirmation Page,” complete with the license number of the designing architect or engineer. The Grant Recipient is responsible for recordkeeping, which documents full compliance with all requirements concerning the elimination of architectural barriers as specified in the Architectural Barriers Act, Texas Administrative Code, and Texas Accessibility Standards.

Additionally, all communities must ensure that all their project activities follow all provisions of the Americans with Disabilities Act of 1990 (ADA).



Project Completion

Projects Requiring Permanent Signage

Required for any TxCDBG-funded public buildings, park areas, or other structures open to the public. Some examples of projects requiring permanent signage includes:

- community centers,
- parks/recreation facilities,
- fire stations,
- and significant improvements to existing facilities.

Permanent signage identifying the location as a TxCDBG-funded project is required for any TxCDBG-funded public buildings, park areas, or other structures open to the public. Some examples of projects requiring permanent signage include community centers, parks/recreation facilities, fire stations , and significant improvements to existing facilities. Project signage is an eligible construction cost.

Requirements of permanent signage include:

- Placement in a prominent visible public area that is not blocked or obscured,
- Constructed of permanent materials,
- Minimum size of 12" x 18" with lettering no smaller than one-half inch, and
- Required text: **"This project is funded by the Texas Department of Agriculture with funds allocated by the U.S. Department of Housing and Urban Development through the Community Development Block Grant Program."**



Project Completion

Projects Requiring Designs/Plans/Specifications

Grant Recipient shall receive and maintain a copy of the final project record drawing(s) and/or engineering schematic(s), as constructed using funds under the TxCDBG Grant Agreement.

The Grant Recipient shall receive and maintain a copy of the final project record drawing(s) and/or engineering schematic(s), as constructed using funds under the TxCDBG Grant Agreement.

- These maps must be provided in digital format containing the source map data (original vector data) and the graphic data in files on machine readable media, such as CD, which are compatible with computer systems owned or readily available to the Grant Recipient.
- The digital copy provided shall not include a digital representation of the engineer's seal but the accompanying documentation from the engineer shall include a signed statement of when the map was authorized, that the digital map is a true representation of the original sealed document, and that a printed version with the seal has been provided to the Grant Recipient.
- Complete documentation as to the content and layout of the data files and the name of the software package(s) used to generate the data and maps shall be received and maintained by the Grant Recipient in written form.

- Upon request, the Grant Recipient shall provide TDA a copy of all the electronic files and other data received. Additional information on the data and format requirements is contained in the TxCDBG Grant Agreement.



Project Completion

Projects Requiring Designs/Plans/ Specifications

Example of Final Project Record Drawings

11. Grant Recipient shall receive and maintain a copy of the final project record drawing(s) engineering schematic(s), as constructed using funds under this Agreement. These maps shall be provided in digital format containing the source map data (original vector data) and the graphic data in files on machine readable media. The digital copy provided shall not include a digital representation of the engineer's seal but the accompanying documentation from the engineer shall include a signed statement of when the map was authorized, that the digital map is a true representation of the original sealed document, and that a printed version with the seal has been provided to Contractor.

Grant Recipient shall provide the Department upon request a copy of all the electronic files and other data received, including the original vector data, and all documentation in electronic format in a file format determined by the Department.

Here is an example of what a special condition for final project drawings would look like in the grant agreement.

It reads, the "Grant recipient shall receive and maintain a copy of the final project record drawing(s) engineering schematic(s) as constructed using funds under this agreement. Then, it goes on to specify the format of these documents.



Project Completion

Community Enhancement and FAST Fund Reporting

Require detailed reporting of the ongoing services and/or functions of the facility developed with TxCDBG grant funds. The initial report shall be submitted in TDA-GO by 12/31 of the year in which the Grant Agreement is determined to be *Grant Closed* and shall continue to be submitted annually for the subsequent four years.

Community Enhancement and FAST Fund Reporting

For these, Grant Recipients are required to submit detailed reporting of ongoing services and/or functions of the facility developed with TxCDBG grant funds. The initial report shall be submitted in TDA-GO by 12/31 of the year in which the Grant Agreement is determined to be *Grant Closed* and shall continue to be submitted annually for the subsequent four years.

Questions/Comments



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This concludes part two of our Special Conditions presentation. Are there any questions or comments?